

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 1 / 25 / 18

Date of meeting 2 / 07 / 18

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

Abby Chave - dba Sun Bear Ice Cream, Etc. / Kim Parks and Rec

Address: 1334 Church Street - Sandpoint, Idaho 83864

Phone number and email address: 208-263-8382 / 208-290-3264 (no e-mail)

Authorized by: Kim

name of City official

City official's signature

(Department Heads, City Council members, and the Mayor are City officials.)

Subject: Operate ice cream truck in City of Sandpoint Parks

Summary of what is being requested: Please see attached Memo

The following information **MUST** be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? ☐ Yes ☒ No

If yes, in what way? _____

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted?
Yes or No

na

3. Is there a need for a general public information or public involvement plan? Yes or No
If yes, please specify and suggest a method to accomplish the plan: ☐ Yes ☒ No

4. Is an enforcement plan needed? Yes or No ☐ Yes ☒ No Additional funds needed? Yes or No ☐ Yes ☒ No

5. Have all the affected departments been informed about this agenda item? Yes or No ☒ Yes ☐ No

This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

**CITY OF SANDPOINT
AGENDA REPORT**

DATE: 1/25/2018

TO: MAYOR AND CITY COUNCIL

FROM: Kim

SUBJECT: Operate Ice Cream Truck in Parks

DESCRIPTION/BACKGROUND:

Please see attached Memo

STAFF RECOMMENDATION:

Please see attached Memo

ACTION:

Please see attached Memo

WILL THERE BE ANY FINANCIAL IMPACT? No HAS THIS ITEM BEEN BUDGETED?

ATTACHMENTS:

Please see attached documents

MEMO

To: City Council

From: Kim, Parks and Rec

Date: 1/25/2018

Re: Operate Ice Cream Truck in Parks

Abby Chavez, owner and operator of Sun Bear Ice Cream, Etc. has once again requested authorization to operate her ice cream truck in City Parks. Proposed operation dates are from May 1, 2018 until November 30, 2018.

ACTION

It is my recommendation that the City Council authorize the City Clerk (or designee) to authorize Abby Chavez, owner of Sun Bear Ice Cream Etc. AND ANY LIKE REQUESTS for the summer of 2018. If deemed appropriate, consideration for the Consent Calendar would be appreciated.

2018 License to Utilize Parking Lots

The City of Sandpoint(hereinafter "City") hereby grants Abby Chavez, owner of Sun Bear Ice Cream, Etc. (hereinafter "Vendor"), a license for the non-exclusive use of the parking lots at the following parks for the purpose of selling pre-packaged ice cream:

1. Memorial Field
2. Travers Park
3. City Beach
4. Sand Creek Park

The following conditions apply:

1. Vendor shall not operate in City Beach Park and Sand Creek Park during City Beach Snack Shack hours of operation. The Snack Shack shall operate 7 days a week, with hours determined by the Parks and Recreation Director. Unless otherwise noted by the Parks and Recreation Director, Snack Shack hours of operation will be from 11:00 a.m. to 6:00 p.m.
2. Vendor shall not operate at Lakeview Park or War Memorial Field and vicinity during the dates that the Festival at Sandpoint is holding performances. This prohibition includes all park property in addition to Ontario Street from Boyer Ave to the East and Florence Ave to the West.
3. Vendor shall follow and obey all applicable rules, regulations, codes and laws pertaining to the operation of her/his business.
4. Vendor shall hold City harmless from all damages and loss and defend all claims resulting from the operation of her/his business pursuant to this license.
5. Vendor shall maintain liability insurance coverage of at least \$100,000.
6. City reserves the right to revoke this license for good cause.
7. Vendor's sales vehicle will be kept and maintained in good working order and will comply with all State of Idaho motor vehicle statutes.
8. Vendor is prohibited from operating in all city parks on July 4th or any other time as may be directed by the Parks and Recreation Director.
9. Traditional ice cream truck music is permitted in the parks.
10. Vendor agrees to abide by all other recommendations required by the Parks and Recreation Director and Police Chief.
11. Vender shall obtain a City of Sandpoint business license and tax permit.

Term: This License shall be valid from May1, 2018, through November 30, 2018.

CITY OF SANDPOINT

SUN BEAR ICE CREAM

Shelby Rognstad, Mayor / Date

Abby Chavez / Date

ATTEST:

DESIGNATED REPRESENTATIVE FOR SUN BEAR ICE CREAM

Maree Peck, City Clerk / Date

NAME: Abby Chavez EMAIL: _____

MAILING ADDRESS: _____

PHONE: (208) 290-3264